



Attendance Officer

Job Type: Term time plus 10 days, Permanent

Reporting to: Assistant Principal – Behaviour & Culture

Start date: September 2024

Apply by: 10th July 2024

Salary: LBH Scale 5:12 - 13

Job Description

Overarching Purpose

The attendance officer is crucial for the academy to maintain and improve student attendance and punctuality. The postholder will be the central contact for parent communications regarding attendance. Therefore, it is essential that the post holder establishes a professional service whilst promoting a positive attitude towards both the academy and education whilst also making sure that parents are fully aware of their statutory responsibilities.

Duties and responsibilities:

Administrative & Operational Responsibilities

- Receiving telephone calls from parents/carers, and external bodies (e.g. Social Services) related to absences/lateness
- Responsibility for informing parents through text messages/phone calls of their child's absence from the Academy and establish the reason for non-attendance
- To follow up on missing reasons for absence and unauthorised absences
- To chase missing registers and missing marks on a daily basis
- To manage correspondence in respect of attendance, issuing letters and other documents as appropriate
- Organising all administrative tasks pertaining to lateness including follow-up telephone calls to parents on a daily basis
- "First day absence" contact for students not in school and for all persistent absentees (< 90% attendance). Sharing of information with relevant staff using school's MIS communication systems
- Setting up and preparing all documentation for attendance panels with parents and relevant staff, regarding student absence and punctuality as set out in the Academy's attendance policy
- To keep clear and concise records of all consultations/meetings
- To initiate court and fine proceedings for persistent absentees
- Supporting the Pastoral team in home visits and links with outside agencies
- Communicating effectively, including meetings, with Attendance Support Service and other relevant staff, regarding attendance and punctuality
- Ensuring all relevant information regarding absence/lateness, onsite events, educational visits, work placements, suspensions and dual roll students etc. is entered on our MIS
- Maintain and manage all information systems that relate to attendance and punctuality
- Prepare and update attendance reports for Senior Leadership, Middle Leadership, external agencies and Placement schools (managed moves)
- In cases of poor school attendance and/or welfare issues to be proactive in assessing the situation and liaising with the appropriate professionals when students may need additional support
- Inform relevant staff when correct register procedures are not followed in line with the Attendance Policy and Safeguarding and Child Protection Policy
- To work on initiatives which raise the awareness of school staff, parents and the community on the importance of school attendance

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- Provide data to the LA, DfE, governing body, courts and other external agencies where necessary
- To undertake the administration of all family/student requests for leave of absence
- To analyse records of student attendance, ensuring marks are accurate, coding is appropriate and utilising the results to provide a snapshot of attendance trends across the Academy
- To provide attendance reports as required
- To meet with the Vice Principal Behaviour and Safety, on a weekly basis to discuss attendance and look at the specific monitoring lists
- To keep up to date with current legislation related to attendance
- Be self-motivated
- Manage and prioritise your own workload

Other responsibilities

- To collaborate with school staff in planning and executing special events, such as open evenings, industry days, graduations, parent events etc.
- To have professional regard for the ethos, policies and practices of the Academy, and maintain high standards in your own attendance and punctuality

Hours of Work

08:00 to 16:00 Monday to Friday.

There will be some occasions when there will be a need to work later in the evenings or a need to be present during an evening or weekend function.

The Academy is committed to safeguarding and promoting the welfare of the children and young people in the Academy and expects all staff to share this commitment. The position is subject to an enhanced DBS disclosure. All staff at Global Academy are expected to abide by the staff code.

Closing Date – 9am 10th July 2024

Interviews are likely to be held on 16th or 17th July

Person Specification

	Essential	Desirable
Qualifications	Good level of secondary education (GCSE Maths and English – grade C or equivalent) Qualifications or prior employment experience commensurate with the skills, attributes and knowledge to carry out your role in compliance with current best practice, guidelines and legislation.	Relevant degree
Experience	Experience of working in a similar role Experience of working in an educational setting	Experience of managing school attendance
IT	Use of Microsoft Office (including use of Excel and database software) A readiness to learn and deploy new software packages when required	Use of school-based software systems
Personal Qualities	Ability to communicate, in both written and oral form, effectively and accurately with a cross-section of stakeholders.	
	Must be able to build rapport and trust with all stakeholders	
	Dependable and trustworthy	
	Team player	

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	High quality customer service skills; ability to relate to students and staff in a calm, confident and professional manner.	
	Ability to remain calm and even tempered under pressure and to manage stressful situations/difficult conversations.	
	Ability to take accurate minutes and summarise in real time	
	Organisational skills, ability to meet deadlines, and the ability to work efficiently and accurately when under pressure. Logical, methodical and accurate in diary and document management.	
	Self-direction and ability to use initiative when working independently but also able to work flexibly as a team member	
Other	Determined to ensure Global Academy is the top provider of its type	
	A commitment to personal development	
	A commitment to all academy policies includes those focused-on health and safety, equality, diversity, and inclusion, and safeguarding.	